



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY INTELLIGENCE CENTER AND FORT HUACHUCA**  
**1903 HATFIELD STREET**  
**FORT HUACHUCA ARIZONA 85613-7000**

ATZS-CG

29 April 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY 139 – Management Control (MC)

1. REFERENCE. AR 11-2, Management Control, 1 Aug 94.
2. POLICY. The US Army Intelligence Center and Fort Huachuca (USAIC&FH) will fully comply with the Management Control requirements as described in AR 11-2. All commanders and managers have an inherent responsibility to establish and maintain effective management controls, assess areas of risk, identify and correct weaknesses in those controls and keep their superiors informed. Management controls are integral rules, procedures, techniques, and devices that provide reasonable assurance our organization is operating effectively and efficiently, producing reliable financial reports and complying with applicable laws and regulations. In short, management controls are management tools to ensure what should occur in daily operations does occur, on a continuing basis.
3. PROCEDURES. The Management Control Administrator (MCA) in the Resource Management Directorate is designated with responsibility to manage the USAIC&FH Management Control Process. The duties include, but are not limited to providing Management Control training to the designated Assessable Unit Managers (AUM) and their administrators, assisting the AUM and their administrators in developing and implementing their Management Control Process, distributing guidance, updating the USAIC&FH five-year Management Control Plan, collecting and maintaining required documentation to include AUM support forms, reviewing AUM efforts in data collection and material weakness documentation, and preparing the Annual Statement of Assurance (ASA) on Management Control for my signature.
4. As the AUM for USAIC&FH, I designate the senior functional manager of each USAIC&FH activity as an AUM of their respective unit. IAW AR 11-2, paragraph 2-1e and local policy, these are the senior leaders of the following organizations: Chief of Staff, Quality Assurance Office, Inspector General, Directorate of Resource Management, Digital Training Office, 111<sup>th</sup> Military Intelligence Brigade, Futures Development Integration Center, and Noncommissioned Officers Academy. AUMs will give high priority to the prompt correction of material weaknesses and to the effective implementation of management controls within their organizations. AUMs may designate MCAs to manage the day-to-day requirements of the MCP within their activities.

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5. AUMs and their MCAs will:

a. Ensure that newly assigned AUMs and MCAs are locally trained in Management Controls shortly after assuming management control responsibilities.

b. Ensure that an explicit statement of responsibility for Management Controls is included in their annual evaluation support form and those of any designated MCAs. A copy of the AUM support form will be forwarded to the USAIC&FH MCA.

c. Update the portion of the MCP five-year plan pertaining to their organization. AUMs are encouraged to include additional management assessment tools, i.e., checklists and recurring reviews and audits to the MCP, apart from those checklist reviews mandated by HQDA.

d. Evaluate their organization annually IAW the reviews scheduled on the MCP five-year plan, by completing appropriate checklists and certifying the results using DA Form 11-2-R.

e. Identify, document and update any material weaknesses identified in their organization through the review process, or through direct observation.

f. Prepare an ASA on Management Controls for their organization IAW current guidance, when tasked.

g. Maintain management control files documenting their organization's management control process.

h. Review the draft USAIC&FH ASA prior to my decision brief from the USAIC&FH MCA. AUMs and their MCAs will also attend the decision brief and my signing of the USAIC&FH ASA.

6. The foundation of the USAIC&FH ASA rests in commanders and managers accurately assessing management controls and a full disclosure of material weaknesses, when identified. The continued success of the USAIC&FH mission relies heavily on commanders and managers actively supporting the Management Control Process.

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7. PROPONENT. Ms. Robin Womack, USAIC&FH Management Control Administrator (MCA), 533-0925, email: robin.l.womack@us.army.mil.



BARBARA G. FAST  
Major General, USA  
Commanding

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